



# Employment Opportunity

## Property and Acquisition Specialist 3

Range 53      \$3450 - \$4421 monthly

Recruitment: 603-2006

Opens: November 21, 2006

Closes: December 12, 2006

**Location:** Wildlife Program, Lands Division  
Located in Olympia

**Job Summary:** This position is in the Lands Division, Real Estate Services Section of the Wildlife Program. It is responsible for coordination and management of grants and contracts for real estate acquisition for the enhancement of habitat for fish and wildlife or recreational areas for the public.

**Key Job Responsibilities:** Researches, solicits resources and coordinates grants for acquisition of real estate covering new and existing projects. Reviews projects for compliance with applicable procedures, zoning, laws, regulations and other requirements. Tracks, monitors progress and timelines of grant projects. Coordinates with grant source; reports on applicable conditions and reporting requirements for grant program compliance. Working with internal and external partners, amends grant contracts for time extensions and for changes in scope. Coordinates conversion of previously funded properties and projects. Works with internal and external partners to develop new projects or enhancements to current projects and future project planning goals.

### Key Competencies.

- Working knowledge of real estate and contract law
- Working knowledge of the acquisition grant process
- Ability to effectively conduct research associated with real estate
- Ability to audit and document all facets of real estate transactions including title examination and appraisal
- Ability to manage conversion and sale of grant funded real estate
- Strong communication skills, both verbal and written
- Ability to work independently and in a group setting
- Strong organizational and workload management skills
- Ability to negotiate amendments and changes in acquisition grants while maintaining a professional demeanor

### Required Qualifications:

- A Bachelor's degree in business administration, real estate or closely allied field and two years of experience in real property appraising, property negotiations, public property management or selling, leasing or buying real estate.
- Additional qualifying experience may be substituted, year for year, for education.
- OR One year of experience as a Property and Acquisition Specialist 2.

**Preferred applicants will also have:**

- Two years experience negotiating real estate transactions involving private sector financing or public sector grants.
- Experience coordinating grant applications to the Interagency Committee for Outdoor Recreation for funding under the Washington Wildlife and Recreation Program. Or closely similar experience.
- Five or more years experience working in real estate sales, real property title examinations or related activity.

**Working Conditions:**

Some travel is required.

**How to Apply:**

Along with your state application, please attach a resume and a cover letter clearly outlining how you meet the required and preferred qualifications to Cheryl Gardner, 600 Capitol Way N, Olympia, Washington 98501 or e-mail [gardnclg@dfw.wa.gov](mailto:gardnclg@dfw.wa.gov). All material must be received by the close of business on December 12, 2006.

*The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.*